

Instructions for Course Exercise 2B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Refer to Tables 2B-3 and 2B-4. Explain how the groups will complete the tables. For Table 2B-3, each group will identify stakeholders and leaders for four of the issues identified in Step 1 of the exercise. For Table 2B-4, each group will identify operational objectives for the same four issues. Note, there are extra rows in the tables for participants to add issues if they have time.
- After providing an overview, assign a team leader.
- Have participants read the 2B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes left.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don't have each group present all of their findings at one time).
- Pass out the sample solution and discuss.

Instructions for Course Exercise 3B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Refer to Tables 3B-5 and 3B-6. Explain how the groups will complete the tables. For Table 3B-5, each agency (role player) will identify what information it will provide to the information kiosk. For Table 3B-6, each group will identify all information flows among the centers listed in the table. They should provide a simple description of the information, not just a check that indicates a possible flow. These flows are not limited to the information kiosk.
- After providing the overview, assign a group leader.
- Have participants read the 3B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes remaining.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don't have each group present all of their findings at one time).
- Pass out the sample solutions and discuss.

Instructions for Course Exercise 4B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Refer to Table 4B-7 and explain how the group will complete the table. Three information exchanges (from Table 3B-6 of the sample solutions) are listed in the table. Each group will list what technical and organizational implications each information exchange will have.
- After providing an overview, assign a group leader.
- Have participants read the 4B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes remaining.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don't have each group present all of their findings at one time).
- Pass out the sample solution and discuss.

Instructions for Course Exercise 5B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Refer to Table 5B-8 - Kiosks Option and the article “Traveler Information Kiosks” as sources of information for the exercise. Table 5B-8 presents equipment capabilities and costs while the article presents lessons learned from kiosk deployments. Each group will complete Table 5B-9. They will list the hardware and software needed, the specifications for each need (referring to Table 5B-8) and justify their specifications.
- After providing an overview, assign a team leader.
- Have participants read the 5B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes left.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don’t have each group present all of their findings at one time).
- Pass out the sample solution and discuss.

Instructions for Course Exercise 6B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Pass out Table 1A-1A from the Sample Solutions now (it will be used for both this Step (6B) and Step 7B). Explain to the groups that all of the items on this list will be procured. Their job is to identify logical procurement packages from the list and the most appropriate procurement strategy (as identified in Module 6A) for each package.
- After providing an overview, assign a team leader.
- Have participants read the 6B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes left.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don't have each group present all of their findings at one time).
- Pass out the sample solution and discuss.

Instructions for Course Exercise 7B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Refer to Table 7B-11. The groups will assume the projects listed on Table 1B-1A are implemented. They will use these deployments to develop their response to the situation presented in the Step 7B instructions.
- After providing an overview, assign a team leader.
- Have participants read the 7B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes left.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don't have each group present all of their findings at once).
- Pass out the sample solution and discuss.

Instructions for Course Exercise 8B

- Read through the instructions for this step in this exercise prior to the session.
- Present a quick overview (no more than two minutes) of this step. Refer to Table 8B-11. The groups will complete this table. To help with prioritizing the regional needs, refer to the information provided in Table 8B-12.
- After providing an overview, assign a team leader.
- Have participants read the 8B instructions.
- Ask if there are any questions about the assignment.
- Tell the groups they have 30 minutes to complete the exercise. The last 10 minutes are for presentation of findings. Give them the option of putting their responses on the flip chart (this is not mandatory).
- Let the leaders know when they have ten and five minutes left.
- Have the group leaders present findings. Rotate the presentation among groups (i.e., don't have each group present all of their findings at one time).
- Pass out the sample solution and discuss.